

FACILITIES TECHNICIAN 3

POSITION SUMMARY: This position performs a variety of highly skilled and technical maintenance work related to construction, small engine repair, irrigation, plumbing, and horticulture for municipal facilities and grounds. Electrical work will be limited to work that does not require a journeyman license. Operates and maintains various types of equipment, tools, and vehicles; works with a diverse group of external and internal contacts. Independent judgment is required to plan, prioritize, and organize diversified workload as indicated in the work order system. Responsible for supervising and training employees in a lower classification.

SUPERVISION RECEIVED: Work is performed under the direction of the departmental supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform highly skilled, complex, and technical duties related to the operation and maintenance of municipal facilities, grounds, and equipment.
2. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
3. Assist in preparing, maintaining and overseeing bid specifications and contracts and overseeing work completed by outside contractors. Participate in project planning meetings.
4. Assist in preparing, maintaining, and overseeing maintenance and repair schedules.
5. Construct, maintain, and repair facilities and grounds.
6. Perform advanced grounds maintenance work including trimming, planting, fertilizing, weed control, fencing, landscaping and other work as required.
7. Perform advanced building and municipal facility maintenance work including painting, cleaning, irrigation, servicing, roofing, electrical, plumbing, heating, carpentry and other work as required.
8. Perform snow removal, salting, and other winter maintenance. Including the evaluation, creation, and implementation of efficient routes and methods to improve performance and reduce costs.
9. Fabricate, install, remove and maintain signage.
10. Install, maintain, and repair irrigation systems.
11. Maintain and perform advanced operations utilizing various types of equipment including trucks, trailers, tractors, aerial lifts, back hoes, loaders, mowers, power sprayer, stump machines, chippers, compressors, power tools and other types of equipment as required.

12. Perform equipment and appliance maintenance work including cleaning, lubricating, servicing and identifying and repairing and replacing defective parts.
13. Maintain and order inventory of equipment and supplies according to established procedures and within budgetary guidelines as assigned.
14. Prepare information for damage assessments sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports including documentation of activities. Perform investigations as required.
15. Use technology, including GPS and GIS software, to research, complete, and document various tasks.
16. Perform heavy manual labor.
17. Train, mentor, and lead seasonal employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees. May guide and monitor contractors.
18. Perform related work as required; may include assisting employees in a higher classifications in more complex assignments.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree and a minimum of ten years progressively responsible work experience in grounds and facilities maintenance.
- B. Possess and maintain aerial lift certification, skilled trades, building trades, and other licenses and certifications as required. In lieu of a licensing requirement, an employee may be considered qualified by completing a program course of study from an approved college or trade school in building construction, plumbing, electrical or closely related skill.
- C. Possess and maintain pesticide applicators license through the Department of Agriculture, which includes successful completion of Core, 3A, and 6 categories in the certification process.
- D. Possess a valid Michigan motor vehicle operator's license. A CDL-A with "N" endorsement or CDL-B with air brakes is preferred but not required for this position.
- E. Proficiency in all aspects of the essential job functions of the preceding facilities and building maintenance positions.
- F. Demonstrate knowledge of the methods, materials and equipment used for identifying and caring for trees, shrubbery, turf management, and soil modification, including protecting against insects and disease.
- G. Demonstrate knowledge of laws, ordinances, and codes related to building construction, public facility use, and other applicable regulations.
- H. Proven ability to identify and detect public safety hazards in facilities and natural

environments; exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.

- I. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- J. Demonstrate knowledge of and ability to apply current construction and maintenance techniques.
- K. Proven ability to read, comprehend, and apply architectural drawings and other related blue prints.
- L. Demonstrate advanced skill in operating and maintaining vehicles, equipment, and tools.
- M. Demonstrate skill in the use of computers and software programs for work orders, infrastructure locating, and other specialized applications including but not limited to, HVAC controls, timers and security systems. Able to learn additional programs as required.
- N. Has established effective working relationships and uses tact, good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- O. Able to work as a team and with minimum supervision. Possess self-supervising attributes and a positive, congenial attitude.
- P. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities and events.
- Q. Proven ability to work effectively within deadlines, under stress, and changing work priorities.
- R. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.
- S. Stay informed of new developments, current issues, and strategies through continued educations and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
- T. Demonstrate a mechanical and mathematical aptitude.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is

occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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